



Job Information Pack

This pack contains the following information:

- Job details
- The application process
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- Information about the team the job is based with
- Job description
- Person Specification

Job details	
Job title	Procurement Manager (Maternity Cover)
Job reference	WW-C-PM
Location	Edinburgh (alternative locations considered)

The application process	
Application deadline	TBC
Interview date	TBC
Interview location	Edinburgh or online via Microsoft Teams
Interview format and length	Panel interview lasting approximately one hour

Contact details	
Completed application forms for this job should be sent to:	recruitment@warmworks.co.uk or Recruitment Warmworks 1 Carmichael Place Edinburgh EH6 5PH
General enquiries about this job	recruitment@warmworks.co.uk
For an informal discussion about this job contact:	marc.moffat@warmworks.co.uk

About Warmworks

Warmworks, formed in 2015, is a joint venture partnership between Energy Saving Trust, Changeworks and Sureserve Energy Services UK Limited.

Warmworks is committed to tackling fuel poverty, increasing the energy efficiency of the homes and communities in which we work and consistently delivering a first-class service to the households and families that we support.

Since 2015, Warmworks has been the Managing Agent of the Scottish Government's national fuel poverty scheme, Warmer Homes Scotland and has recently started work on a range of new contracts and initiatives across the UK.

Warmworks has already helped more than 40,000 homes to become warmer, healthier and more energy efficient and is seeking to play a key role in the long-term drive to reduce carbon emissions and increase the availability of affordable, sustainable energy for all.

About the Team

Introduction and context

Warmworks was established to tackle fuel poverty, reduce carbon emissions and support sustainable local economic development in communities across the UK.

Team aims

We deliver the best possible help to people who are struggling to keep their homes warm and pay their energy bills; installing measures such as insulation, efficient heating and renewable technologies to make homes more energy efficient and delivering sustainable cost savings in the long term.

Team activities

Since the business was launched in September 2015, Warmworks has provided a high-quality end to end service, from initial referral through to assessment and the installation of measures, along with appropriate aftercare and support for thousands of households. Warmworks employs direct staff to handle in-home assessments and quality inspections, call handling and customer service, operational finance and the management of a diverse supply chain across the UK.

Job Description	
Job title	Procurement Manager
Job reference	WW-C-PM
Contract Duration	14 months Maternity Cover
Salary and grade	Up to £50,000 per annum, depending on skills and experience
Location of job	Edinburgh (alternative locations may be considered)
Hours and terms	37 hours per week
Holiday terms	25 days' annual leave, plus 9 public holidays

General terms and conditions	
• There are no overtime payments for this post. • You may need to undergo a criminal record check depending on the requirements of the post. Depending on the nature of any convictions that may be disclosed, Warmworks reserves the right to terminate employment with or without notice. • All of the responsibilities outlined below will be reviewed and modified as necessary through consultation with line managers.	

Responsible to	Commercial & Compliance Director
Responsible for	Supplier Relationship Officer

Purpose of the job	Leading the effective management of the purchasing of all goods, materials and services required by Warmworks and supporting the effective management of supplier relationships.
Main objectives and goals	1. Provide an efficient, effective and values-driven procurement service to meet the needs of internal stakeholders and departments. 2. Proactively analyse and manage spend to identify and help generate opportunities for savings and efficiencies, contract formation and effective supplier management. 3. Identify risks within the procurement process and develop mitigation strategies. 4. Manage, maintain and update Warmworks' procurement policies and procedures. 5. Line management duties

1. Provide an efficient, effective and values-driven procurement service to meet the needs of internal stakeholders and departments
• Liaising with key internal teams to determine their needs with respect to goods, materials, services and contract requirements.

• Oversee materials database management, scheme material lists, and the approval process for new materials and manufacturers, ensuring alignment with operational and commercial requirements. • Lead all procurement activities including pre-qualification, negotiating supplier agreements and tender management in accordance with best practice and Public Procurement Regulations where applicable. • Use e-procurement systems to advertise and manage supply opportunities as required • Developing strong and values-driven relationships with business stakeholders and strategic supply partners • Support commercial discussions and negotiations with clients and suppliers to drive innovation and support organisation strategy decision making.
2. Proactively analysing and managing spend to identify and help generate opportunities for savings and efficiencies, contract formation and effective supplier management
• Proactive identification of areas where savings can be achieved and subsequent implementation of such strategies that do not compromise Warmworks' established, high-quality and values-driven approach • Root cause analysis and continuous improvement of practices to maintain control of costs, processes and ensure delivery of contracts to specification • Providing data and supplier analysis to support service delivery and inform future commercial modelling and pricing strategies • Develop and maintain procurement dashboards and reports using tools such as Power BI to support data-driven decision-making. • Lead high-profile annual contract reviews, incorporating robust data from the supply chain and presenting in-depth evidence to support contractual price variations
3. Identify risks within the procurement process and develop mitigation strategies
• Leading the regular review of procurement policies and practice with both internal and external audit functions, including departmental risk register management • Promoting internal controls and working collaboratively with staff to ensure compliance • Managing all procurement activity in accordance with the profession's best practice (CIPS or equivalent) and Public Contract Regulations. Implement and communicate any changes to regulations to key stakeholders
4. Manage, maintain and update Warmworks' procurement policies and procedures
• Maintaining procurement policies and procedures to ensure that the services and goods we acquire are the result of transparent, objective and values-driven decision making and risk management. • Collaborate with internal teams and risk management functions to review and enhance procurement processes and documentation. • Support procurement activity across the organisation, demonstrating added value through consideration on aspects such as supplier selection, negotiation and whole-life costs.
5. Line Management
• Effective leadership of Supplier Relationship Officer • Develop the department to meet the demands of the organisation and relevant stakeholders, ensuring a value-add service.

Key contacts

- Internal colleagues within Warmworks
- Representatives of Warmworks' supply chain
- Representatives of client organisations
- External agencies and suppliers

Person specification		
Please explain how you meet the following criteria in your job application		
	Essential	Desirable
Qualifications		
Minimum CIPS level 4 Diploma qualified (or other such as CCM)	✓	
Member of CIPS	✓	
Relevant degree of other higher qualification		✓
Experience		
Demonstrable procurement experience	✓	
Commercially astute with robust understanding of procurement processes	✓	
Strong understanding of running and managing tenders through to contract award	✓	
Demonstrable experience using e-procurement platforms	✓	
Demonstrable experience of risk management and continuous improvement		✓
Line management		✓
Skills		
Exceptional communication skills with the ability to foster strong relationships with internal and external stakeholders (such as directors and suppliers)	✓	
Financial & numerical skills	✓	
Excellent analytical and problem-solving skills	✓	
Excellent report writing skills		✓
High-level of attention to detail	✓	
Exceptional talent in negotiating and networking		✓
Excellent ICT Skills	✓	
Personal qualities and attributes		
A proactive, values-driven team player	✓	
Proven relationship builder, with an ability to modify approach to work effectively at a range of levels of seniority across differing organisations	✓	
Additional requirements		
Full valid driving licence or other ways of fulfilling the mobility requirements of the job		✓

Staff Expectations of Management Experience

The post holder should expect and be open to

- Effective leadership
- A positive, honest and enthusiastic working environment
- Being supported and empowered to effectively achieve objectives and goals within your role
- To be treated fairly and with respect
- To be provided with appropriate training to ensure ability to effectively carry out your role
- Regular and appropriate feedback through one-to-one meetings and annual review and associated processes
- Having the opportunity to feedback to manager regularly and through the annual review process
- Adhering to all appropriate Warmworks policies to ensure consistency and fairness and health and safety of you and your colleagues

Complexity

The post holder must be able to:

- Adhere to and advocate Warmworks values
- Demonstrate flexibility and versatility

Creativity

The post holder will be required to:

- Use their own initiative to provide the best possible outcomes over a wide range of projects

Special conditions

- Some out-of-hours, overnight stays and weekend working may be required, for which time off in lieu will be given